

## CHAPTER 152. TRAIN AND DESIGNATE A TRAINING CENTER EVALUATOR

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES:** 1541, 1542, 1543, 1559, 1641, 1642, 1643, 1645, 1668, and 1673.

**2. OBJECTIVE.** The objective of this task is to determine if a nominee for a Training Center Evaluator (TCE) meets the initial and ongoing requirements for that designation. Successful outcome of this task will result in: the designation or an authorization on a designation; or the renewal, refusal, or withdrawal of a designation.

### 3. GENERAL.

*A. Regulatory Authority for Designating TCEs.* The regulatory authority for designation of TCEs is Title 14 of the Code of Federal Regulations (14 CFR) part 183. The regulatory requirement for a TCE is 14 CFR part 142, §§ 142.13 and 142.55.

*B. TCE Applicability.* Title 14 CFR part 142, subpart C, outlines the prerequisites, training requirements, operating procedures, and limitations of designated evaluators for certificate holding training centers that are training to meet the requirements of 14 CFR part 61. It does not apply to training centers exclusively training to meet the requirements of 14 CFR parts 121, 125, and 135. Federal Aviation Administration (FAA) Order 8710.3, Pilot Examiner's Handbook, chapter 14 provides additional guidance on evaluating, checking, and testing airmen.

*C. TCE Authorizations.* A TCE may hold one or more authorizations. The most common authorizations are: Pilot Proficiency Examiner (PPE), Designated Pilot Examiner (DPE), and Check Airman (i.e., TCEs with 14 CFR § 61.58 authority, certification authority, and 14 CFR part 135 proficiency and competency checking authority).

*D. TCEs Acting as Check Airman Under 14 CFR Parts 121 and 135.*

(1) The principal operations inspector (POI) has the authority to designate TCEs as check airman, and the training center normally nominates candidates

from within their pool of TCEs. All TCEs that instruct or check under 14 CFR part 121 or 135 must meet the eligibility and qualifications requirements of those parts. Although training in such generic subjects as basic indoctrination is not required, the TCE seeking check airman designation must be trained in that carrier's specific program. The check airman candidate must also be designated in writing by the air carrier, and approved in writing by the POI.

(2) Air Carriers and POIs must determine that all training programs and checking requirements are accomplished. Training centers do not normally address training and testing in subjects other than aircraft-specific topics. Air carrier training requirements that are not aircraft-specific (i.e., basic indoctrination, emergency training, etc.) must be met by the air carrier in a manner acceptable to the POI.

**NOTE: Since training center instructors and TCE/Check Airmen are normally trained ONLY in aircraft-specific topics. In those instances, air carrier checks must be limited to ONLY aircraft-specific topics. For part 135 operators, TCE/Check Airman checking authority would be limited to checks required by part 135, §§ 135.293(a)(2), (a)(3), and (b) and 135.297, unless approved by the POI and fully trained in operator specific topics for checking those parts of §§ 135.293(a) and (b) and 135.297 which contain operator specific procedures.**

*E. TCE Training.* All nominees for TCE must complete a training program that is developed and conducted by the FAA. The training program must include the following (PTRS code: 1595):

(1) Administrative procedures and supervisory relationships that exist in the designated evaluator program.

(2) FAA's role in the oversight of TCEs.

(3) Functions of a designated evaluator as a representative of the FAA Administrator.

(4) Determining certification, qualification and proficiency of airmen apart from company issues such as company policies, economics, organizational affiliation, and seniority.

(5) Knowledge, abilities, and skills required for the applicable certification, proficiency, or qualification duties authorized.

(6) Procedures, methods, techniques, and guidance contained in the appropriate practical test standards (PTS).

(7) Authority, responsibilities, and limitations under 14 CFR parts 61, 63, 65, 121, 125, and 135; existing exemptions; related advisory circular (AC); and applicable handbook guidance.

(8) Use of FAA forms and job aids associated with a particular evaluator function.

(9) Management of unsatisfactory tests, and the subsequent corrective action thereof.

(10) Evaluator privileges and limitations.

#### *F. TCE Privileges and Limitations.*

(1) TCEs must comply with the regulatory limitations of 14 CFR § 142.49.

(2) TCEs hold authority to evaluate only the students of the employing training center. A TCE may be given authorization on a temporary or permanent basis for conducting evaluations at the center, satellite or a remote site of the employee's training center.

(3) TCEs may issue ATP certificates and aircraft type ratings (when authorized) only to graduates of the employing training center, and to those satellite or remote sites authorized.

(4) An evaluator may conduct evaluations at the satellites or remote sites of the employing training center. They may be assigned at more than one location either on a permanent basis, or on a case by case basis. The evaluator, however, remains under the direct supervision of the training center manager for which the evaluator is authorized, and they must, be trained and qualified to conduct evaluations in the programs of both or all centers assigned.

(5) Evaluators may conduct evaluations in more than one district. Coordination between Flight Standards field offices is necessary for the accomplishment of surveillance.

(6) TCEs may not act as examiners at large who are in the general business of conducting practical tests or proficiency checks for the general pilot population for a fee.

(7) Normally a TCE should not function as a required crewmember while conducting any evaluation.

(8) Without the expressed permission of the Training Center Program Manager (TCPM), a TCE shall not evaluate an applicant for which they were an instructor during any of the previous 3 training periods or simulator sessions.

(9) A TCE or employee training center must contact the TCPM for coordination of any certification activities outside the U.S. The TCPM will coordinate activities of that type with the applicable International Field Office (IFO).

(10) A TCE may accomplish recency of experience in an approved flight simulator or aircraft.

*G. AQP and TCEs.* An evaluator applicant who is qualified under Special Federal Aviation Regulation (SFAR) 58 may be authorized to conduct evaluations under the Advanced Qualification Program (AQP) without complying with the requirements of this paragraph.

*H. FAA Inspector Training for the Oversight of Evaluators.* Training centers should be willing to provide inspector training so as to ensure that they are adequately trained and remain current and qualified to conduct TCE evaluations and surveillance. Training centers may provide initial aircraft type rating training and recurrent training for the TCPM and Training Center Partial Program Manager (TCPPM) who will be providing his/her evaluation and surveillance. When the training center provides training, the training center manager and the Certificate-Holding District Office (CHDO) should execute a Memorandum of Understanding (MOU). This training arrangement is described in an MOU agreed to between the training center and the CHDO. (See example in Figure 152-1.) The number of FAA inspectors trained or kept current under the provisions of this MOU will be the absolute minimum number required to supervise and oversee the training and evaluations conducted by a particular training center. The FAA will not use the MOU as a substitute for agency-procured training.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Knowledge of FAA Order 8710.3 is essential. To hold a designation as check airman, TCEs must be knowledgeable of check airmen training, employment, designation, and oversight.

B. This task may require coordination with AFS-840 and AFS-210.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

- Title 14 CFR part 183
- FAA Order 8710.3, Pilot Examiner's Handbook

#### B. Forms.

- FAA Form 8000-5, Certificate of Designation
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval
- FAA Form 8430-9, Certificate of Authority (valid for 1 year)
- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8710-9, Designated Examiner Application/Qualification Record

#### C. Job Aids.

- Sample Figures

### 3. PROCEDURES.

A. *Nominating Process.* The TCPM shall accept a nomination for one or more TCEs from a training center applicant or certificate holder. The nomination must specify which authorizations the training center is requesting. For each person nominated, the TCPM must also be provided a completed FAA Form 8710-9.

B. *Program Tracking and Reporting Subsystem.* After receiving an application for a TCE, open a PTRS record. (PTRS Code 1559.)

C. *FAA Inspector Qualifications for Evaluator Oversight.* Whenever possible, ensure that each required surveillance is conducted by a FAA inspector

qualified in the applicable category, class and type of aircraft (if a type rating is required).

D. *FAA Inspector Training for Evaluator Oversight.* Coordinate and execute an MOU between the training center manager and the CHDO. (See Figure 152-1.) (PTRS Code: 1021.)

E. *TCE Eligibility and Training Requirements.* Ensure that the following TCE requirements are met:

(1) TCE candidate meets the requirements of 14 CFR part 142, subpart C.

(2) Applicant may be an employee of the training center or of another organization, but must be under the operational control of the training center.

(3) Applicant must complete the training center instructor training and be designated as an instructor at that training center.

(4) Applicant must be designated as an instructor in the program which the evaluations will be conducted.

(5) Applicant should have at least 1 year of experience as an instructor, check airman, designated examiner, or evaluator in the appropriate category, class, and type of aircraft (if type is applicable). A waiver of the experience requirements may be considered only for those applicants who are closest to meeting the experience requirement. To ensure standardization, the regional office is herein identified as the holder of waiver authority of the requirements stated above. Waiver considerations are as follows:

(a) Applicants for waiver must meet all experience requirements as specified in 14 CFR part 142;

(b) Waivers will be granted based on the applicant's equivalent level of experience, as determined by the TCPM. Examples of considerations include depth and breadth of experience, similarities in aircraft complexity, prior experience as examiner or evaluator, complexity of navigation equipment;

(c) Minimum requirements for qualifying TCEs will meet or exceed minimum requirements under 14 CFR part 121 and part 135. (See applicable regulatory requirements of parts 121 and 135; and

(d) For standardization purposes, no additional requirements should be added to those stated above without the concurrence of AFS-800.

(6) Each applicant should have 1 year of previous experience as a Pilot-in-Command (PIC) or instructor in the type of aircraft in which the evaluator will conduct evaluations. Waive this requirement on a case-by-case basis, such as the example cited above.

*F. Additional Guidance.* In addition to the foregoing guidance, follow the applicable guidance in FAA Order 8710.3.

**NOTE: Not all provisions of that order apply to TCEs, and there are requirements for TCEs which are not contained in that order.**

*G. TCE Training.*

(1) Ensure that all qualified nominees for TCE complete the instructor training program for that training center. The program must include the initial and recurrent training and the testing requirements of 14 CFR part 142, subpart C.

(2) Ensure that all qualified nominees for TCE complete the training program that is developed and conducted by the FAA. (PTRS code: 1590.)

*H. Conduct Initial Observation and Evaluation of TCEs.*

(1) Require each candidate to observe a qualified evaluator or inspector conduct each increment of the practical test in its entirety. This will include observation of the oral, simulator flight, and (if appropriate) aircraft flight testing increments and associated briefings, as well as the completion of the airman certification paperwork.

(2) Ensure that a qualified FAA inspector evaluates the candidate conducting at least one complete practical test in its entirety. This will include observation of complete oral, simulator flight, and (if appropriate) aircraft flight testing increments, and associated briefings, as well as the completion of the airman certification paperwork. (PTRS codes: 1541, 1542, 1543, 1559, 1641, 1642, 1643, 1664, 1645, 1668, and 1673.)

*I. Designation.* On behalf of the Administrator, designate all qualified TCEs. Issue FAA Form 8000-5, FAA Form 8430-9, and a letter of authorization defining the evaluator's privileges and limitations. (PTRS code: 1559.)

*J. Surveillance.* Conduct ongoing surveillance at least annually. (PTRS codes: 1595, 1641, 1642, 1643, 1644, 1645, 1668, and 1673.)

(1) Surveillance (which may be unannounced) consists of the following:

(a) Practical Test - Oral Increment.

(b) Practical Test - Flight Simulator Increment. During this increment of the test the TCPM should observe the evaluator operating the flight simulator control panel while conducting a practical test.

(c) Practical Test - Aircraft Increment (if appropriate).

(2) The TCPM, or a person designated by the TCPM, must observe the TCE demonstrate the following during an annual proficiency check in a simulator:

(a) Knowledge and skill areas required for the original issuance of the certificate being authorized to issue; and

(b) All maneuvers and procedures listed in the PTS for the applicable certificate. This may include other procedures and crewmember functions at the discretion of the person conducting the check.

*K. Evaluator Recurrent Training.* The TCPM, or person designated by the TCPM, will conduct recurrent training annually to ensure:

(1) Each evaluator satisfactorily completes annual training in those subject areas required for initial qualification.

(2) Flexibility in choosing which of those areas to emphasize during this training is exercised.

(3) Due dates for future evaluator authorization is considered. Completion of the annual evaluator training in the calendar month before or the calendar month after the month due is considered completed in the month it was due.

*L. International Field Office Coordination.* Assist the TCE or employee training center in coordination with the applicable International Field Office (IFO) for certification activities conducted outside the U.S.

*M. Set TCE Limits.* The following limits should be applied to the function of the TCE:

(1) Evaluate only airmen who complete programs approved for the employing training center. TCEs hold authority to evaluate only the students of the employing training center. A TCE may be given authorization on a temporary or permanent basis for

conducting evaluations at a satellite or a remote site of the employee's training center. Usually, TCs provide training with checks as a by product. However, rules do not prevent a check with no training.

(2) Evaluate in no more than two aircraft types.

(3) Issue ATP certificates and aircraft type ratings (when authorized) only to graduates of the employing training center, and to those satellite or remote sites authorized.

(4) Evaluate airmen from more than one air operator or air carrier that is contracting for training with the center only if the training for each air operator or air carrier is completed.

(5) Conduct evaluations at multiple training centers under the following circumstances only:

(a) All training and designation requirements for those training centers are completed.

(b) Initial and recurrent evaluations on applicable training center programs and flight training equipment have been satisfied.

(6) Evaluator functions only as an evaluator, under normal circumstances, and not as a required crewmember while conducting any evaluation.

(7) Evaluations are not to be conducted on applicants who were instructed by the evaluating TCE during the previous 3 training days or 3 simulator sessions.

**NOTE: Occasionally an applicant for an ATP certificate or aircraft type rating completes an approved 14 CFR part 142 training course that includes a Line-Oriented Flight Training (LOFT) session following the conduct of the ATP PTS. (LOFT is not a requirement for certification under 14 CFR part 61.) Care must be taken to ensure compliance with 14 CFR § 61.157(g)(2), which requires the completion of the entire approved course at a training**

**center certificated under 14 CFR part 142. The confusion arises when the graduation certificate depends on the completion of the LOFT as a part of that training centers approved course. (Reference: 14 CFR §§ 61.157(g) and 142.65).**

*N. Training Specifications.* List each designated evaluator in Training Specifications A012 and the Vital Information Subsystem (VIS) Designated Airmen File.

*O. PTRS and VIS.* Make final VIS entries and close PTRS records.

#### 4. TASK OUTCOMES.

A. In accordance with 14 CFR parts 142 and 183, and, when applicable, in accordance with 14 CFR parts 121, 125, and 135, designate a TCE with one or more authorizations.

B. Disapprove an airman's application for designation as a TCE, issue FAA Form 8060-5, and notify the training center management.

#### 5. FUTURE ACTIVITIES.

A. Conduct routine and unannounced surveillance of TCEs functioning in that capacity for the FAA.

B. Conduct recurrent training and issue appropriate documents of reauthorization.

C. Withdraw authorizations as TCE whenever:

(1) A TCE leaves the employment status of a training center;

(2) An individual TCE's performance does not warrant continued evaluation activity on behalf of the Administrator; or

(3) The training center activity level no longer warrants having the TCE to evaluate its student applicants.

**FIGURE 152-1**  
**SAMPLE MEMORANDUM OF UNDERSTANDING**

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**MEMORANDUM OF UNDERSTANDING BETWEEN BARRETT AVIATION  
AND THE FEDERAL AVIATION ADMINISTRATION**

The parties involved are Barrett Aviation, 2243 Alamo Circle, San Antonio, TX 76176; and the Federal Aviation Administration (FAA) San Antonio Flight Standards District Office (SAT FSDO). The object of this memorandum is to establish a working agreement for an FAA evaluator program. This memorandum of understanding (MOU) will be terminated when there is no longer a need for an evaluator.

1. The FAA evaluator program has been established under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142 for the delegation of certification authority and responsibility to selected employees of simulator flight training centers. The evaluator program is comprised of employees of Barrett Aviation who may conduct airman certification practical tests under the supervision of an FAA inspector known as the training center program manager (TCPM). When a TCPM is responsible for more than two aircraft programs, a partial program manager (PPM) may be assigned to assist the TCPM. The TCPM and PPM are functionally responsible for the surveillance and certification activities for the aircraft to which they are assigned. Unwarranted co-training and co-qualification of PPMs is not contemplated.

2. The TCPM is directly responsible for the FAA regulatory management and surveillance of the training center.

3. The evaluator program is based upon the requirement that Barrett Aviation and the SAT FSDO maintain an open relationship. Barrett Aviation agrees to allow the TCPM unrestricted access to facilities, working level personnel, and managers.

a. Barrett Aviation agrees to actively and continuously measure the effectiveness of its policies and procedures, manuals, and training programs. Through the TCPM, the FAA will share its surveillance findings so that Barrett Aviation is provided an independent assessment to measure the effectiveness of this program.

b. The guidelines contained in advisory circular AC 00-58, Voluntary Disclosure Reporting Program, shall serve as the basis for a voluntary disclosure program.

c. In order to function effectively in the evaluator program, the TCPM and PPM require an expert knowledge of the training center's programs. Barrett Aviation agrees to extend privileges to the TCPM and PPMs beyond those afforded to aviation safety inspectors not assigned as the TCPM or PPM. The privileges should include all privileges that the training center grants to its own check airmen (except that of acting as pilot-in-command (PIC) of an aircraft in flight). For example, the TCPM and PPMs should be granted the same authority to operate the instructor panel flight controls of flight simulators and flight training devices as the operator grants to its own check airmen.

4. Barrett Aviation may provide the TCPM and PPM with the training that they provide to their instructors and check airmen for initial qualification as well as recurrent training requirements. This training should consist of at least the following:

a. Basic Indoctrination Training, if required;

b. Initial Equipment Training (includes type rating, if required); and

c. Any Special Training (such as Category 11 or Category III procedures, if required) (Simulator Only).

5. The TCPM and PPMs are eligible for flight simulator training and may receive the certification in a flight simulator in accordance with Barrett Aviation's existing exemptions or part 142. For initial training, 2 hours as PIC in the actual aircraft is desirable, but often impractical. The FAA will determine when training in the aircraft is needed. If aircraft training is needed, the FAA will make arrangements and pay for the use of the aircraft.

**FIGURE 152-1**  
**SAMPLE MEMORANDUM OF UNDERSTANDING -- Continued**

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6. The TCPM and PPMs should complete recurrent training and proficiency checks as necessary to meet the requirements of FAA Order 4040-9 and Events-Based Currency, as follows:

a. XXX hours of flight simulator time as a PIC each quarter. This flight simulator time should be provided by Barrett Aviation at its expense and may be provided in a dry or wet status at the inspector's discretion. The TCPM will schedule this training.

**NOTE: The norm hours of flight simulator time is between 2 to 6 hours, depending on the complexity of the aircraft.**

b. The amount of classroom, CBT, FTD, and simulator training normally provided to FAA inspectors in FAA-approved annual recurrent courses for inspectors. This warm-up flight time is required before the TCPM or PPM receives the TCPM or PPM receives the annual proficiency check administered by the FAA. This period should be provided by Barrett Aviation at its expense, and may be provided in a dry or wet status at the inspector's discretion. This warm-up flight simulator training will satisfy the quarterly requirement for the calendar quarter in which it is provided.

c. A XXX hour flight simulator period should be made available for administering the TCPM's or PPM's annual PIC proficiency check. The FAA will provide an inspector to administer the required proficiency check, and Barrett Aviation will provide qualified crewmembers to fill other required crew positions. This flight simulator time should be provided by Barrett Aviation at its expense.

**NOTE: The norm hours for a flight simulator period is 2 to 4 hours, depending on the complexity of the aircraft.**

d. Each TCPM and PPM should receive annual recurrent ground training on the same basis as that administered to other FAA inspectors during FAA-approved annual recurrent courses. This training should be provided by Barrett Aviation at its expense.

7. Evaluators must be nominated by Barrett Aviation. The following criteria will be used for selection of an evaluator:

a. The nominee must be employed by Barrett Aviation.

b. The nominee must be qualified and current in the aircraft in accordance with part 121, 135, or 61 or exemption numbers #####, #####, #####, or #####, as amended. If conducting training for an air carrier under contract, the instructors must be qualified in accordance with that air carrier operator's training program, operational procedures, and manuals.

c. The nominee must possess the appropriate airman certificate, with aircraft class and type ratings.

d. The nominee must have at least 1 year of experience as an instructor, check airman, or designated examiner under part 61, or in a part 121 or 135 air carrier training program, as appropriate, unless waived by the respective Flight Standards Division Manager, ASW-200. The following are requirements for providing waiver authority:

(1) Applicants for waiver must meet all experience requirements as specified in 14 CFR part 142;

(2) Waiver will be granted only to applicants closest to meeting the experience requirements;

**FIGURE 152-1**  
**SAMPLE MEMORANDUM OF UNDERSTANDING -- Continued**

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(3) Waivers will be granted based on the applicant's equivalent level of experience, as determined by the TCPM. Examples of considerations include depth and breadth of experience; similarities in aircraft complexity; prior experience as examiner or evaluator; complexity of navigation equipment; and

(4) Minimum requirements for qualifying TCEs will meet or exceed minimum requirements under 14 CFR part 135 and part 121 (see applicable regulatory requirements of parts 121 and 135).

e. The nominee must have had no accidents or violations related to instructor or examiner duties within the past 5 years and NO prior suspension or revocation for falsification.

8. The evaluator will be authorized to serve as an evaluator on one type of aircraft. Additional type rating authorizations may be added to the certificate of authority upon approval by AFS-800. This authority is limited to the certification of graduates of Barrett Aviation's training program or a contracting air carrier's FAA-approved training program.

9. All certification conducted by the evaluator shall be limited to the privileges of the evaluator's certificate of authority. The evaluator may conduct pilot practical tests for initial issuance of a pilot certificate, including Airline Transport Pilot (ATP), and for category, class, and type ratings to be added to an ATP, Commercial Pilot, or Private Pilot Certificate. An evaluator may conduct evaluations of applicants for certificates and conduct pilot proficiency checks under part 61.

a. Except for the last 5 hours of flight simulator or flight training before the evaluation, an evaluator may conduct training and the evaluation, unless authorized otherwise by the TCPM. An evaluator may not conduct FAA written (knowledge) tests, special medical evaluations, tests for waivers, or any test for competency under Title 49 of the United States Code, Section 44709(a) of U.S. Transportation Laws. Any privileges and limitations listed in a letter of authority issued outside an evaluator program do not apply to the evaluator program.

b. Before designation of an evaluator, the TCPM shall ensure that each evaluator nominee successfully completes an approved examiner standardization course, as outlined in FAA Order 8710.3, Pilot Examiner's Handbook.

(1) The administrative procedures and supervisory relationships (FAA oversight) that exist in the Evaluator program.

(2) The functions of a designated examiner as a representative of the FAA Administrator.

(3) The understanding that company policies, economics, union affiliation, and seniority are not relevant issues when determining certification requirements of airmen.

(4) The knowledge, abilities, and skills required for the applicable certification duties authorized.

(5) The procedures, methods, techniques, and guidance contained in FAA Order 8400. 10, Air Transportation Operations Inspector's Handbook, volume 5, chapters 1 through 6; and the Practical Test Standards.

(6) The authority, responsibilities, and limitations of designated examiners under the Federal Aviation Regulations, applicable exemptions, and handbook guidance.

(7) The use of the FAA forms, computer software, and job aids associated with the particular designated examiner function.



**FIGURE 152-1**  
**SAMPLE MEMORANDUM OF UNDERSTANDING -- Continued**

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(8) After completion of the standardization course, the Evaluator applicant must observe the TCPM, PPM, or qualified evaluator conduct a complete oral increment of a practical test, flight simulator increment of a practical test, and, if applicable, an aircraft increment of a practical test, including all necessary briefings and completion of the certificate paperwork.

(9) The TCPM shall conduct regular quarterly standards meetings with the Evaluators for the purpose of maintaining an effective working relationship, and clarifying problem areas. (The TCPM shall ensure that required supplies and materials are available to the evaluators.)

(10) The TCPM shall attend instructor safety meetings held by Barrett Aviation. The following signatures signify agreement to this memorandum of understanding and its contents:

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Barrett Landon, President	Date
Barrett Aviation	

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Newt Rogers	Date
Manager, Northwest Mountain	
Flight Standards Division, ANM-200	

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Ryan A. Donlon	Date
Training Center Program Manager	

**FIGURE 152-2**  
**JOB AID FOR DESIGNATING TRAINING CENTER EVALUATOR**

Training Center Evaluation Designation Checklist  
Original Designation

Name of Designee Applicant

YES	NO	Item	Date:
		Nominee is to a training center operating under FAR employed/assigned 142 and/or 61, 121, 135 exemptions?	
		Nominee possesses an ATPC with the appropriate class ratings? (If instructing/testing under 14 CFR part 135 or 121)	
		Nominee is type rated on the aircraft for which TCE authority is requested?	
		Nominee has satisfactorily completed a proficiency check in accordance with the provisions of the training center's curriculum?	
		Nominee has at least one year of experience as an instructor, check, airman or designated examiner under FAR Part 61 or in a FAR Part 121 or 135 air carrier training program as appropriate unless waived by the administrator (experience as an FAA operations inspector is considered to meet this requirement)?	
		Nominee has had no accidents incidents or violations related to instructor, check airman or examiner duties?	
		FAA Form 8710-9 has been completed?	
		Nominee has completed the TCE standardization course conducted by the TCPM or the appropriate PPM?	
		Nominee has observed a qualified evaluator or FAA inspector conduct an oral and a practical test of a TCE-AC candidate?	Oral:
			Sim:
		Nominee has administered both an oral and a practical test of a TCE-AC candidate under the surveillance of an FAA inspector?	Oral
			Sim:
		PTRS forms have been completed reflecting the oral and practical tests observed and conducted by the nominee?	
		TCPM has completed applicable section of FAA Form 8710-9?	
		TCPM has completed FAA Form 8430-9?	
		TCPM has completed FAA Certificate 8000-5?	
		TCPM has completed TCE's Letter of Authority and limitations?	
		TCPM has established a file for the TCE containing the following? Examiner Letter of Authorization FAA Form 8430-9 (copy) FAA Certificate 8000-5 (copy) FAA Form 8710-9 (copy) FAA Form(s) 8000-36 PTRS sheets PTRS record of activity Part 121/ 135 Check Airman letters of approval Other correspondence	

**FIGURE 152-3**  
**JOB AID FOR RENEWING TRAINING CENTER EVALUATORS**

**TABLE 1. TRAINING CENTER EVALUATOR (TCE)**

Designation Checklist

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Cert. # \_\_\_\_\_

**Qualifications:**

- \_\_\_\_\_ 1. Letter of request from the Training Center.
- \_\_\_\_\_ 2. Completed FAA Form 8710-1 and FAA Form 8710-6, from applicant.
- \_\_\_\_\_ 3. Airman Record and record of activity for past 12 months.

**FAA Training (PTRS Code: 1595)**

- \_\_\_\_\_ 1. Completed annual DPR Seminar or, alternately, training by the TCPM.

**Observation and Evaluation (PTRS Code: 1595, 1641, 1643, 1668, 1673):**

Evaluator Applicant Conduct of Certification Under Observation.

Oral:

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Qualified Evaluator/Inspector

Simulator:

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Qualified Evaluator/Inspector

Aircraft:

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Qualified Evaluator/Inspector

**FIGURE 152-3**  
**JOB AID FOR RENEWING TRAINING CENTER EVALUATORS -- Continued**

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**Documentation (PTRS Code: 1559):**

- \_\_\_\_\_ 1. Complete FAA Form 8710-1 and 8710-6\*.
- \_\_\_\_\_ 2. Complete FAA Form 8000-5, Certificate of Designation.
- \_\_\_\_\_ 3. Complete FAA Form 8430-9\*, Certificate of Authority.
- \_\_\_\_\_ 4. Complete Letter of Authorization\* defining Evaluator's privileges and limitations.
- \_\_\_\_\_ 5. Open/Close all applicable PTRS.
- \_\_\_\_\_ 6. Enter appropriate VIS changes.
- \_\_\_\_\_ 7. Completed file to ASA/AST for file creation/update.

**\*Copy to ACE-250**

Completed:

\_\_\_\_\_  
Date

\_\_\_\_\_  
TCPM Signature

**FIGURE 152-4**  
**JOB AID FOR INSPECTING STUDENT RECORDS**

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Training Center:

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Date:

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Name:

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Certificate Type & No.:

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Ratings:

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Flight Instructor No.:

---

Expires:

---

Ground Instructor:

---

Medical Class & Date:

---

Employment Date:

---

Assigned Training Program:

---

Last Training Received: Initial or Recurrent

---

Ground:

---

Flight Simulator Proficiency Check:

---

Instructor Panel Check:

---

Aircraft Proficiency Check:

---

**LEVEL C OR D INSTRUCTORS**

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Date Completed One of The Following:

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A. 2 Hours of Flight

---

B. Approved 121 Or 135 Line Observation Program And 1 Hour Loft

---

C. 2 Hours In-flight Observation Training And 1 Hour Loft

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